



Milwaukee Police Department

Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
<http://www.milwaukee.gov/police>

April 26, 2023

Jeffrey B. Norman
Chief of Police

(414) 933-4444

The Board of
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: REQUEST FOR CITY LABORER-REGULAR RECRUITMENT/ELIGIBILITY LIST

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct recruitment, administer an examination, and provide an eligibility list for the position of City Laborer-Regular as soon as administratively possible. The City Laborer-Regular position is a civilian position assigned to the Facilities Services Division. Under the general supervision of the Police Department's Building Maintenance Supervisor II, this position is responsible for performing light to heavy labor for the Milwaukee Police Department. The City Laborer-Regular operates various tools and equipment; shovels, brooms, rakes, air hammers, compressors, etc. City Laborers will work with a large variety of materials; asphalt, concrete, topsoil, plants, etc. City Laborers will be expected to perform their duties in all environmental and inclement weather conditions.

Attached please find a job description for the position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Representative Shrea D. Whitten at (414) 935-7683.

Sincerely,

A handwritten signature in black ink, appearing to read 'J B Norman', with a long horizontal stroke extending to the right.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:sw
Attachment

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____

City Service
Commission: _____
Fire & Police
Commission: _____

Finance
Committee: _____
Common
Council: _____

Instructions: Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: 02/01/2023		2. Present Incumbent:		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input type="checkbox"/>	
3. Date Filled:		4. Previous Incumbent:		If YES, indicate underfill title in box 10.	
5. Department: Police			Bureau: Administration Division: Facilities		Unit: Section:
6. Work Location: Varies			Telephone: Email:		Work Schedule: Hours: Normally 7:30 am - 3:30 pm / 3:30pm- 11:30pm Days: Mon-Fri.; Tues.-Sat.; Sun.-Thurs possible 4 on/ 3 off dependent on department need
7. Represented by a Union? NO		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, chose a Local: None			9. FLSA Status: NON-EXEMPT
10.	Official Title: City Laborer (regular)		Pay Range	Job Code	EEO Code
	Underfill Title (if applicable):		8DN	1015	802
	Requested Title (if applicable):				
	Recommended Title (DER Use Only):		Approved by: _____ Date: _____		

11. BASIC FUNCTION OF POSITION:

Performs light to heavy manual labor for The Milwaukee Police Department. City Laborers will use and operate various equipment and tools needed to perform their duties. These tools and equipment include shovels, brooms, rakes, air hammers, compressors, pneumatic tools, etc. City Laborers will work with a large variety of materials; asphalt, concrete, topsoil, plants, etc. City Laborers will be expected to perform their duties in all environmental and inclement weather conditions; hot weather, cold weather, rain, etc. City Laborers may be required to perform duties under unpleasant working conditions.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title**):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
100	Accurately complete daily documentation of activities.
	Seasonal duties including plowing/ shoveling snow, spreads sand or salt on icy streets and/or sidewalks. spreads mulch, uses mower on turf, pressure washer on building/ walk-ways, etc.
	Plants trees, grass, shrubs, and flowers; lays sod; and assists in general maintenance of green areas.
	Digs trenches and post holes. Cleans coagulation basins, sidewalks, sallyports and exterior of police buildings
	Maintain vehicle, equipment, and tools. Ensure adequate supplies and materials for a variety of job tasks. Loads and unloads trucks

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	Uses a variety of hand tools, such as axes, clippers, files, hammers, hand saws, pliers, post hole diggers, pruners, and the like, in construction and maintenance work.
	Operates air compressors, pumps, concrete mixer, concrete cutting saw, snowblowers, forklift truck and skidloader as required. Operates a variety of hand operated power equipment, such as air hammers, concrete saws, power mowers, pumps, tampers, and the like, in construction and maintenance work.
	Cleaning construction site of materials, equipment and debris. Performs custodial work, such as sweeping and cleaning. Not limited to exterior of building.
	Sorts, moves, and stacks materials.
	Assists and performs supplementary duties for MPD trades, CW-II and other workers in department.
	Respond to emergencies such as building flooding and other work of various kinds, including that which he/she is required to do outside his/her regular working hours.
	Places traffic control devices, such as cones, barricades, trench plates, and excavation protection as required for worker and public safety.
	Perform other duties as assigned, such as but not limited to: shuttle vehicles, ground and asphalt jobs, open manholes, clean shop and yard, etc.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Milwaukee Police Department- Building Maintenance Supervisor II

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Work is reviewed while in progress and upon completion.
 Work schedules are prepared by BMS-II/ acting supervisor.
 Work is scheduled and reviewed regularly by BMS-II, Assistant Police Facilities Manager and Police Facilities Manager. Work is prioritized based on seasonal and department needs.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **0**.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

High school diploma or equivalent (GED) required. A working knowledge of construction preferred but not necessary. A general knowledge with safe operation of various equipment and construction tools and machinery is desired but not necessary.

ii. Knowledge, Skills and Abilities:

Must be in good physical condition and be able to withstand prolonged exposure to variable weather conditions. Must have the ability to climb ladders or scaffolding both above and below grade. Ability to lift and work with all job-related equipment. Ability to follow oral and written directions. Able to send a daily report via email to supervisors. Mechanical ability to operate pneumatic and motorized equipment. Skill and ability to rake, lute, and shovel bituminous materials and other construction materials.

iii. Certifications, Licenses, Registrations:

Valid State of Wisconsin Driver's License.

iv. Other Requirements:

Good organizational skills. Must be diplomatic when dealing with the general public/ department members. Should be industrious, careful, reliable and able to get along with fellow workers. Overtime work may be required.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input checked="" type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand

	or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input checked="" type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 100%**

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.

<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input checked="" type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input checked="" type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input checked="" type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input type="checkbox"/> PC software
<input checked="" type="checkbox"/> Hand tools (<i>please list</i>): Any tools that may be used by the Field crews	
<input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input checked="" type="checkbox"/> Other (<i>please list</i>): Construction equipment and tools	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristic that contribute to an individual's ability to perform well in the job, and any other special considerations.)

The City Laborer is required to be physically fit to perform lifting and working with equipment. They must exhibit good safety judgement as the materials and working conditions can be hazardous.

M. I believe that the statements made above in describing this job are complete and accurate:

Mario J Pipia

Police Facilities Manager

Signature of Department Head or Designated Representative